

**Instructions for Travel Advance Verification  
Attachment J**

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**Purpose** To certify to DOA that the balances for Account 131050 in Cardinal have been reconciled per the agency's internal records to the balances in Cardinal.

**Applicable Agencies** Attachment J – Travel Advance (Account 131050) is required to be submitted as shown below:

<b>If the June 30, 2020 Cardinal Trial Balance reflects...</b>	<b>Then</b>
an Account balance	Attachment required
a \$0 Account balance, with activity during the fiscal year	Attachment required
a \$0 Account balance, with no activity during the fiscal year	Attachment <b>not</b> required
no Account balance	Attachment <b>not</b> required

Note: Tier III Institutions are **not** required to complete this attachment.

**Due Date** Must be **RECEIVED** at DOA by 5:00 p.m. on **Monday, August 31, 2020.**

**Form Instructions** Be sure to complete the agency code and contact information on Part A of the workbook **and** all applicable shaded areas on all worksheets. Please note that each attachment page is on an individual worksheet within the workbook. Using the “Tab” key will allow easy navigation between all required fields.

**Procedures** **Part A:** Certify the balance of Account 131050 per the agency's internal records agree with the final close balance for the fiscal year ended June 30, 2020, on the Cardinal Trial Balance report.

**Part B:** Travel advance balances must be differentiated into Advances to Employees (Permanent, Temporary or Other) or Other Reconciling Items. If the agency has any outstanding Advances to Employees or Other Reconciling Items, additional information will be required in Schedules 1 and 2. The total for all funds per the agency's records must agree with the Cardinal final close reports.

If additional entries are required, please insert rows to the spreadsheet. To do this, go to the cell where the row will be inserted, then, on the menu bar, click **Home**, then click **Insert**, then click **Rows**.

**Submission Requirements** **After downloading the files, rename the spreadsheet using the agency number followed by Att J.** For example, agency 997 should rename the Attachment J.xls as 997AttJ.xls.

In the prepared by and approved by fields, complete the appropriate blanks for the name, title, and date. This certifies that the information contained in the attachment is accurate and correct to the best of the knowledge of the signatories. The Fiscal Officer must review and approve the information contained in the attachment prior to submitting it to DOA.

Submit the workbook **electronically** to **gacct@doa.virginia.gov**.

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